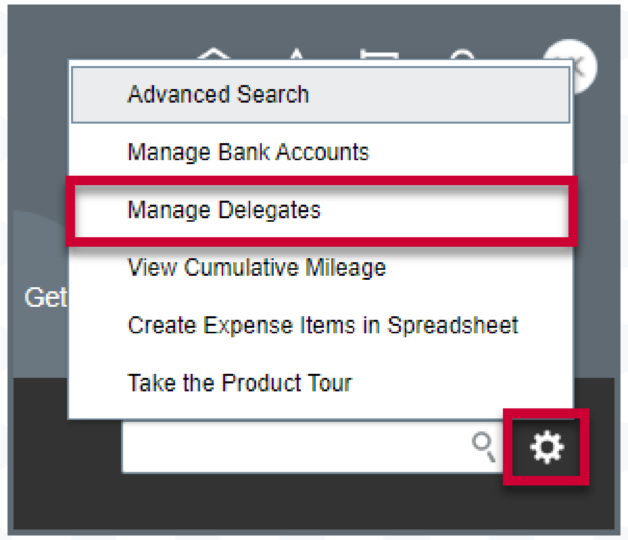
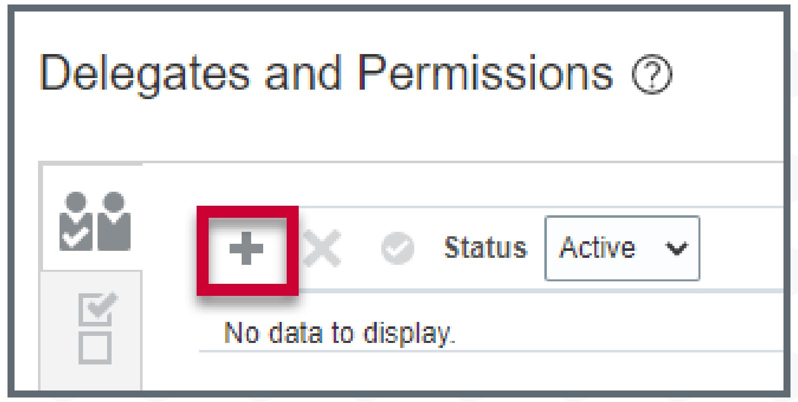
Delegate Set Up and Removal

In order for another individual to enter expense reports on your behalf, you must assign them as a delegate within the system.

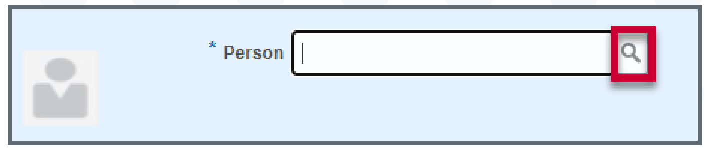
- **In the Expense Management tile, click on the *gear icon* in the top right hand corner then *'Manage Delegates'* to add someone**



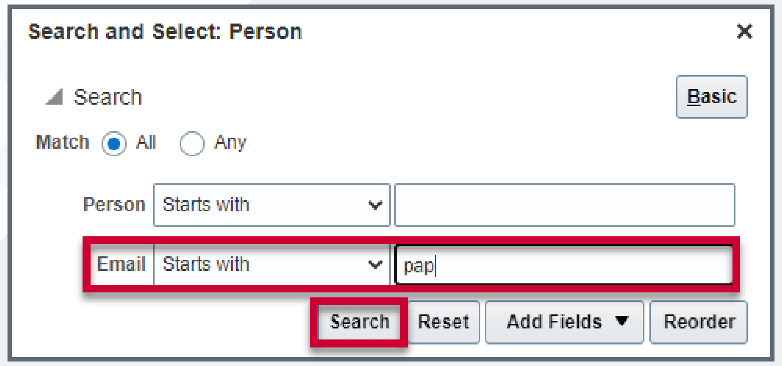
- **Click the *'+'* icon on the left to enter a new delegate.**

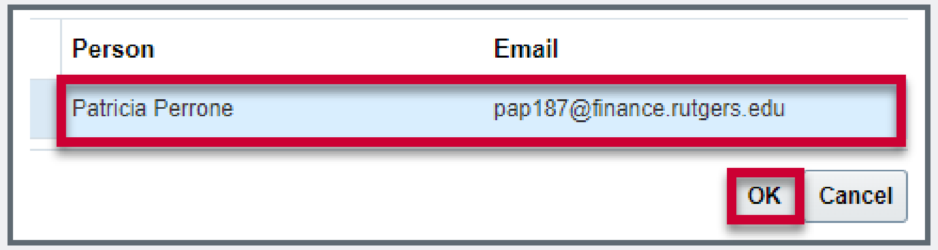


- **Click on the *magnifying glass* to search for someone, then click *'Advanced'*.**



- **Type the beginning of the delegate's email address, then click *'Search'*. Click the name of the person wanted, the click *'Ok'*. *Make sure to search by the person's proper net ID/email to find that person in the system.***





- **Click *Save and Close* in the top right hand corner. You must complete this step in order for the delegate to see your name in their dropdown list.**

To Deactivate a Delegate:

- **Click on the delegate on your list, then click the *'X'.* The name will continue to appear; however, you will see they are no longer active.**